

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-388T OPENING DATE: 4-Nov-2011 CLOSING DATE: 21-Nov-2011

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SURFACE MAINTENANCE MECHANIC SUPERVISOR, WS-5801-10, TC70745000/D1290000, WO1-CW5

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☒ ENLISTED ☐
SALARY RANGE: SUPERVISORY ☒ MANAGERIAL ☐
\$31.77-\$37.03 PH NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

Combined Support Maintenance Shop (CSMS) Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard (All Units) and be able to qualify for the following MOS/Branch:

Warrant Officer: 915A, 919A

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Army National Guard.** Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications **must** contain a completed **Optional Form 306 (Declaration for Federal Employment).**

NOTE: Applications **must** contain a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

NOTE: Selected individual must be a current Federally Recognized Commissioned Warrant Officer in the grade of W01-CW5.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the managerial principles, procedures, and techniques used in the performance of all types of equipment maintenance.
2. Knowledge of parts requisitioning, asset management, and supply procedures to include exchange pricing.
3. Knowledge of technician personnel management system including hiring, firing, and setting performance standards.
4. Ability to develop budget forecasts, and operate within a budget by prioritizing work, and reallocating resources.
5. Ability to estimate materials and manpower needs for specific jobs and maintain records and reports.
6. Skill in communicating effectively both orally and in writing with higher headquarters, contractors and outside agencies and vendors.
7. Skill in analyzing shop operations, identifying production bottle necks and developing plans to increase efficiency.
8. Ability to identify resource shortages, and developing courses of action to remedy the situation.
9. Ability to use STAMIS systems to include PBUSE, SAMS E-1&2.
10. Ability to identify training deficiencies and develop and oversee a training program.
11. Knowledge of computer and web-based programs such as Microsoft Word products, LIW, IMAP, MMIS, TULSA, etc.

SPECIALIZED EXPERIENCE: Must have 36 months experience which demonstrates the ability to plan, direct, and organize work assignments. Experience in reviewing work requirements and establishing priorities to meet deadlines. Experience dealing effectively with other people to gain their cooperation in achieving common goals. Experience in supervising or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes.

BRIEF JOB DESCRIPTION: This job is located at the Combined Support Maintenance Shop (CSMS) in Phoenix, Arizona. The purpose of this position is to provide overall direction and coordination of subordinate work activities and functions. Participates with management officials in the planning and establishment of long-range work requirements and schedules. Serves as the subject matter expert in the area of ground maintenance. Work activities and functions are typically controlled through two or more levels of supervision. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic, WG-5801-11. Plans overall allocation of personnel and resources for the organization. Ensures accomplishment of work operations which because of their scope, volume, and complexity are planned on a year or longer basis. Explains work requirements to subordinates, sets deadlines and sequence of operations. Coordinates and directs the work of personnel supervised in the engine, fuel and electrical, generator and automotive sustainment maintenance shops. Recommends promotion or reassignment of subordinate employees. Identifies training needs, conducts employee development training and coordinates with SMM training NCO to secure funding and training slots to increase employee proficiency. Makes formal appraisal of employees' work performance and reviews employee appraisals submitted by them. Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and Federal regulatory Occupational Safety and Health, and environmental requirements. Prepares for and participates in various types of readiness evaluations, inspections, mobilization, and command support exercises. Performs other duties as assigned.

SELECTING OFFICIAL: CPT Michael Potter COMM: 602-267-2900
